

Mail & Courier Services

Georgia state government's mail and courier services provider.

The Department of Administrative Services (DOAS) Mail and Courier Services offers a variety of convenient, secure, and economical business solutions to meet your mail processing and courier services needs. Our service offerings include mail services, courier services, and postal services.

Mail Services

We offer three cost-effective mail service options.

- **Mail Processing Service**
Searching for someone to process your daily outgoing mail? Our mail processing service includes mail pickup, postage, and delivery. This service is available to you at the current postage rate plus 20 percent.
- **Presort Mail Service**
Want to save on postage cost for large quantities of mail? Our presort service includes mail pickup and delivery for mail sorted by same size and weight. This service is available to you at a discounted postage rate (based on United States Postal Service guidelines for mail addressing) plus 20 percent.
- **Bulk Mail Service**
Do you have frequent large volume mailings? Our bulk mail service offers significant savings and includes mail pickup, processing, and delivery. This service is available to you by contract with rates based on per stop delivery charges. Set up an account with us today.

Courier Services

We offer a variety of specialized courier services at competitive rates.



Dependable, cost-effective courier services are available to offices located within a 30 mile radius of metro Atlanta. Our flexibility provides you with the choice of daily courier services by contract or specialized courier services upon request. Participants in the DOAS Interagency Network realize additional cost savings through postage free mail deliveries to other interagency network participants.

Our rates are competitive with local commercial carriers. Realize savings up to 22 percent on small packages with proportional increases on larger packages. Additionally, no fuel surcharges are added to your invoice.

Rates for courier services by location:

- Capitol Square serving the Capitol and surrounding state buildings.
\$3.00 per stop
- Downtown serving locations less than 5 miles from Capitol Square.
\$8.60 per stop
- Perimeter serving locations 5 to 15 miles from Capitol Square.
\$10.50 per stop

Rates for specialized courier services:

- Special delivery for pickups and deliveries outside of the DOAS Interagency Network or requests for immediate delivery.
\$12.50 per stop
- Excess packages for five or more packages to include bags, trays, or boxes (excludes large tubs).
\$.50 per piece
- Oversized load for packages greater than 70 lbs. total weight.
\$1.00 per lb.
- Early/late service for requested pickups or deliveries made before 9:15 a.m. or after 3:30 p.m.
Location Charge + 25%
- Long distance stops for pickups or deliveries over 15 miles from Capitol Square.
Location Charge + \$.75 per mile

Post Office Services

We offer two convenient, full-service postal facilities.

To accommodate your postal service needs our Post Offices are conveniently located on the balcony level of the Sloppy Floyd Building and on the first floor of the Legislative Office Building.



Hours are 8:30 a.m. to 4:00 p.m.,
Monday through Friday

US Post Office Services include:

- Stamps
- Money Orders
- Post Office Box Rentals
- Priority and Express Packages
- Certified and Registered Mail

Postal services are also available to the public.

Want to know more about our mail and courier services?

To learn more about our complete portfolio of mail and courier services, please contact us.

Mail Services

404-656-0985

Mailservice@doas.ga.gov

Courier Services

404-656-0985

Courier@doas.ga.gov

Post Offices

404-656-0986 Sloppy Floyd Building

404-656-6048 Legislative Office Building

Postoffice@doas.ga.gov



Trust • Excellence • Service

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www.doas.state.ga.us

September 2003

Got Mail?

We pickup & deliver...



Georgia

Department of
Administrative Services
Dana R. Russell, Commissioner